

**TOWN OF CORTE MADERA
PLANNING AND BUILDING DEPARTMENT**

MEMORANDUM

October 9, 2009

TO: Citizens' Advisory Committee for the Housing Element

FROM: Robert Pendoley, Planning Director / Assistant Town Manager

SUBJECT: October 21, 2009 Agenda

Our October 21 meeting will focus on Section 4.0 of the draft Housing Element -- the Sites Inventory and Analysis. This will probably be the main discussion point at our community workshop on November 18. Speaking of which, our October 21 agenda also includes a brainstorming session to start to plan for the workshop, and an oral report from the goals subcommittee.

3. Continued Business

At the last meeting, Michael Harlock, Ann Thomas, Peter Schwartz, and David Kunhardt agreed to serve as a subcommittee to draft suggested goals for the Housing Element. They will meet on October 19 to develop draft language and make a presentation at the full Committee meeting on the 21st. You will probably want to discuss and refine the goals over the course of several meetings.

4. New Business

4. A. Discussion of draft Site Inventory and Analysis

I have attached a draft of Section 4.0, Site Inventory and Analysis, for your review and comments. The Government Code requires that the Housing Element include "an inventory of land suitable for residential development, including vacant sites and sites having the potential for redevelopment, and an analysis of the relationship of zoning and public facilities and services to these sites."

The inventory must identify "specific sites suitable for the development of housing within the planning period and that are sufficient to accommodate the jurisdictions share of the regional housing need for all income levels. Land suitable for residential development includes vacant sites zoned for residential use, vacant sites zoned for nonresidential use that allow residential development, underutilized residential sites capable of being developed at a higher density, and sites zoned for nonresidential use that can be redeveloped for, and as necessary, rezoned for, residential use."

In addition, "the element must include an estimate of realistic capacity, demonstrate zoning and densities which encourage and facilitate the development of housing for lower-income households, and demonstrate non-vacant sites identified to accommodate the jurisdictions' regional housing need can be realistically developed within the planning period. The analysis must also analyze the suitability of the sites relative to

environmental conditions or issues, and include a general description of the public infrastructure necessary to serve housing development.”

I have attached a memo from HCD that explains the inventory requirement in more detail. The HCD memo is pretty dense reading, frankly, but it makes clear the state’s position that we must prove that we have sufficient sites zoned to provide housing consistent with our RHNA allocation. This is a tall order, because Corte Madera has almost no vacant land.

The strategy presented in the attached draft Inventory and Analysis relies in large part on the redevelopment of the WinCup property. It will also be important that the state accept our claim for credit for the 79-unit San Clemente Place project, as I think they should. I hope we can devote a large part of our October 21 meeting to a discussion of the strategy that is behind the inventory.

Finally, as you will see two parts of the inventory are not complete: the “realistic capacity” analysis and the discussion of “zoning for a variety of housing types.” I will complete these and distribute them by e-mail before our meeting.

4. B. Discussion of the agenda for the November 18 community workshop.

We have set a preliminary agenda for the workshop:

- Housing needs
- Goals
- Sites

Is this agenda is still appropriate? It does seem to reflect the issues we have covered to date. We should also discuss what we want to accomplish with the workshop, and how we would like to run the meeting. I suggest we brainstorm the workshop, and I will have some suggestions for you.

Conclusion

I will be away from the office between October 9 and the 18th, but I will be checking my e-mail. Please do not hesitate to get in touch with me at

rpendoley@ci.corte-madera.ca.us

Attachments

Attachment 1. Draft Site Inventory and Analysis

Attachment 2. HCD memo dated June 9, 2005

Attachment 3. Draft Meeting notes, September 30, 2009

Attachment 1

Draft Site Inventory and Analysis

Attachment 2

HCD memo dated June 9, 2005

Attachment 3
Draft Meeting notes, September 30, 2009

Citizens' Advisory Committee

for the

HOUSING ELEMENT

Meeting Notes

Wednesday, September 30, 2009

Council Chambers, 300 Tamalpais Drive, Corte Madera, California

1. WELCOME

The meeting came to order at 7:05 PM

Attendance

Members present: Basaran, Casissa, Condon, Harlock, Kunhardt, Robinson, Rous, Schwartz Thomas, Wiitala

Staff: Dan Bell, Bob Pendoley

2. PUBLIC COMMENT

None.

4. NEW BUSINESS

The Committee changed the order of the agenda to take up "new business."

A. Discussion of draft Housing Element Goals.

The Committee was in general agreement with the goals-objectives-policies-programs format recommended in the staff report. The members brainstormed subject areas around which goals could be developed. Suggestions included:

- Jobs/housing balance.
- Meeting the needs of seniors.
- Work force housing to promote sustainability.

Michael Harlock, Ann Thomas, Peter Schwartz, and David Kunhardt agreed to serve on a subcommittee to develop draft goals for discussion at the next meeting.

3. CONTINUED BUSINESS

A. Work Program revisions.

Accepted as mailed.

B. Discussion of draft Evaluation of 2002 Housing Element Policies and Programs

The Committee made minor revisions to the evaluations of H2.8 and H2.C. Staff will make the changes for inclusion in the draft Housing Element that the Committee will issue at the end of its deliberations.

C. Discussion of draft Housing Needs Analysis

The Committee commented on specific parts of the needs analysis as follows:

- Overpayment
The discussion of programmatic resources should include information on the Affordable Housing Fund. The Committee asked staff to research AB 811 as a possible funding source to address overpayment problems
- Disabled persons
The Committee asked staff to provide more information on how disabilities are defined, and how the estimates of disabled persons were derived.
- Large families
Staff will supplement this discussion with an explanation of how “large family” is defined.
- Single parents
Program responses should include childcare, play facilities, and locations near transit as strategies to support the housing needs of single-parent households.
- Homeless
The Committee discussed the requirement to provide zoning that will allow a homeless shelter for at least 13 people “by right.” The Committee asked staff to investigate possible strategies for partnering with another community to address this requirement. The Committee also asked staff to provide more information on the “351.” Staff will provide information on the service requirements for a homeless shelter.

The Committee asked for more thorough definitions of the various special needs categories.

5. NEXT MEETING

Bob Pendoley said that the next meeting will focus on the inventory of housing sites.

6. ROUTINE MATTERS

- A. Reports from members and staff – none.
- B. Approved the meeting notes for September 16, 2009

7. ADJOURNMENT

The meeting adjourned at 9:30 PM.